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UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
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PMA PROCEDURE TRANSMITTAL

NEW RELEASES

- 101.4
4-10-47 TESTIMONY BEFORE CONGRESSIONAL COMMITTEES: Directs officials to obtain policy clearance when appearing before congressional committees or consulting with Members of Congress on other than the annual budgetary presentation. (Advance mimeographed release distributed to AA Manual holders should be removed from the Manual and attached copy inserted.)
- 217.1
4-14-47 ADVANCE OF FUNDS FOR TRAVEL: Outlines procedure for obtaining an advance of funds for official travel and for accounting for such advances.
- 328.3
4-11-47 ESTABLISHMENT OF WAGE RATES BY THE NATURAL COOLER STORAGE, ATCHISON, KANSAS, WAGE BOARD: Outlines procedure for determining wage rates for certain employees of the Cooler, Atchison, Kansas. (Distributed separately - A Washington only, Midwest Area Fiscal Branch Office, Midwest Area Personnel Office, and Natural Cooler Storage, Atchison, Kansas.)

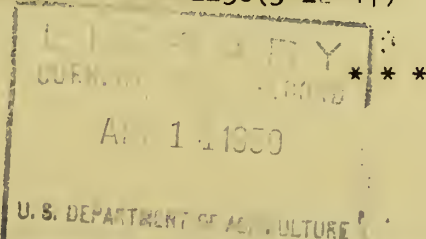
(Forms Manual Insertion)

- PMA-85
(3-14-47) DIRECTORY OF SHIPPING AND STORAGE FIELD OFFICES: Revised to bring addresses up-to-date. Supersedes form dated 5-7-46 and Forms Manual Insertion dated 6-3-46. Existing stocks may be destroyed in accordance with PMA Instruction 456.1

OBSOLETE

The following forms have been declared obsolete and existing stocks may be disposed of in accordance with PMA Instruction 456.1:

<u>Obsolete Form No. & Date</u>	<u>Superseded by Form No. & Date</u>	<u>Title</u>
PMA-213(8-20-46)	PMA-213 (3-14-47)	Monthly Report of Personnel
PMA-213a(7-11-46)	PMA-213a(3-12-47)	Personnel Statistics Work Sheet
PMA-213b(7-11-46)	PMA-213b(3-12-47)	Personnel Statistics Work Sheet
PMA-213c(7-11-46)	PMA-213c(3-12-47)	Personnel Statistics Work Sheet



TESTIMONY BEFORE CONGRESSIONAL COMMITTEES

Administration
Basic
Authorities

I PURPOSE

This Instruction specifies the procedure to be followed by officials of PMA to obtain policy clearance when they are requested (1) to testify before various committees of Congress on PMA policy, programs, funds, and so forth, other than the general budget presentation each year, or (2) to consult with Members of Congress on important matters concerning the Administration.

II APPROVAL REQUIREMENTS

A Office of the Administrator

1 Written Request for Approval - When there is sufficient advance notice, officials shall submit to the Administrator (with a copy to the Legislative Unit, Budget and Management (BM) Branch) for approval a memorandum outlining:

- a The committee requesting the appearance of PMA officials.
- b The officials to appear.
- c The subject matter to be discussed.
- d The officials' recommendations as to PMA policy.

2 Oral Request for Approval - When sufficient advance notice has not been given, officials shall telephone the same information as shown above to the Administrator's Office for clearance prior to testifying, and to Legislative Unit (Extension 2536) for recording purposes.

B When There is Not Time to Secure Approval - In cases where clearance from the Administrator cannot be secured prior to the hearings, officials must state that testimony, whether written or oral, is their personal opinion and not the opinion of the Administration or the Department. In addition, if time does not permit the obtaining of Bureau of the Budget approval, they shall make it clear to congressional committees that their testimony does not involve any commitments as to the relationship of the legislation to the program of the President.

TESTIMONY BEFORE CONGRESSIONAL COMMITTEES

III REPORTS

A After Appearing Before Congressional Committees - Officials, following their appearances before congressional committees, shall submit a brief written report (preceded where conditions warrant by a telephone report) to the Administrator's office stating the gist of their testimony and such facts as may be appropriate for the information of the Administration and the Department. Four copies of this report shall also be submitted to the Legislative Unit, BM Branch which in turn will forward one copy to the Executive Assistant to the Secretary and one copy to the Legislative Reports and Service Section, Office of Budget and Finance. The two remaining copies will be retained in the BM Branch for reference purposes.

B After Attending a Hearing but not Testifying - Officials, attending a Congressional hearing but not testifying at the hearing, shall submit a brief written report of the proceedings of the committee of interest to the Administration, to the Administrator's office with a copy to the Legislative Unit, BM Branch.

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ADVANCE OF FUNDS FOR TRAVEL

Fiscal
Official Travel
Fund Advances

I PURPOSE

The purpose of this Instruction is to inform PMA employees, except employees of the Field Service (FS) Branch, of the requirements they must fulfill in order to get an advance of funds to meet travel expenses and to account for the use made of the advance. Provision for advance of funds is made for persons who do not care to meet travel expenses out of personal funds prior to reimbursement.

II LIMITATIONS AND BOND REQUIREMENTS

The maximum amount that may be advanced under the Subsistence Expense Act of 1926 is \$2,000; the minimum is \$25. The Treasury Department will not advance more than \$360 at one time for domestic travel (\$480 when use of personally owned automobile is authorized). Applications for advances in excess of \$1,000 must be approved by the Secretary of Agriculture. Advances may not be in excess of the estimated needs for the travel directed in a given period or more than the total per diem authorized for the approved period. For continuous or prolonged travel, advances may be made from time to time after a proper accounting for prior advances. To secure an advance of funds for travel an employee is required to execute a bond of indemnity in multiples of \$1,000 sufficient to cover all advances. Outstanding advances under the same bond must not exceed 80 per cent of the sum of the bond.

III APPLICATION FOR ADVANCE OF FUNDS

A Requirements - Employees wishing an advance of funds must (1) have filed an indemnity bond at least ten days prior to requesting the advance, (2) have a letter of authorization for travel. Travelers making application for an advance should complete in duplicate Standard Form 1038, Revised, "Application for Advance of Funds" SF-1038 and transmit them to their administrative office. The official authorizing the travel shall initial such applications and forward them to the fiscal office for approval through which the related reimbursement vouchers will be paid. Supplies of the application form will be available in branch administrative offices in Washington and in area administrative services divisions.

B Application - This form is self-explanatory. Note that a certified copy of the traveler's letter of authorization for travel should accompany it or be presented prior to the application. None of the spaces on the back of the form are to be filled in by the applicant.

- 1 The period for which the advance is requested may not

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exceed the period shown in the letter of authorization as approximate dates of travel. The traveler's title on this form must agree with the title shown in his letter of authorization.

2 If a traveler applies for an advance near the end of the fiscal year and it is apparent that the amount applied for would not be expended within the current fiscal year, he must accompany the application with a statement to the effect that the travel will extend into the new fiscal year, at which time the issuing officer will issue a new letter of authorization and furnish a certified copy to the appropriate fiscal office.

C Advance Check - When the advance is approved by the appropriate disbursing office designated to pay the expense accounts and salary of the employee, a check to cover the advance will be forwarded to the applicant through his fiscal office and the administrative office of the proper branch. If an employee is in continuous travel status, he should include instructions for delivery of the check with his application.

IV ACCOUNTING FOR ADVANCES

A Accountability - Travelers are required to account for advances of funds by preparing an original and one copy of Standard Form 1039, SF-1039 Revised, "Statement of Advance of Funds for Travel Expenses." The fiscal office will furnish the traveler copies of this form when delivering the check covering advances of funds. As long as the traveler is accountable for the advance, whether or not the amount of the voucher is to be applied against the advance, he must attach SF-1039 to his travel expense voucher (SF-1012), and transmit both forms to his fiscal office through the officer who issued his travel authority. Travelers should submit expense vouchers promptly at the end of each trip, except when the trips are of brief duration and at short intervals. In any event the expense voucher should be submitted monthly (every three months if outside continental limits of the United States). SF-1012

B Statement of Account - SF-1039 is self-explanatory. It is designed primarily for a traveler to record in the spaces provided:

1 A statement of his advance account and the amount, if any, of his voucher which he desires to be applied against his travel advance.

2 A certification of the correctness of his advance account statement and of his further need for the advance.

3 An acknowledgment of the amount of his accountable balance.

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His title must agree in all cases with the title shown on his travel authorization.

C Continuous Travel Status - If the traveler states, and the fiscal office approves, that he will continue in a travel status and if he wants the advance to continue, his expense voucher will be scheduled for payment as if no travel advance had been made. If he states that he will have no further need for the advance, the amount of his expense voucher will be applied against the advance. He is required to return the balance of travel advance for which he is accountable immediately after or simultaneously with the submission of his final travel voucher under an advance. His fiscal office will furnish him a receipt for payment of the balance of this advance.

D Submission of Travel Vouchers - If a traveler holding an advance does not submit a voucher under the advance for a period of a month (three months for travelers outside the continental limits of the United States) following the month in which the advance was made, the responsible disbursing officer will require immediate return of the advance. If a traveler holds an advance of funds after his travel authorization has expired, he must obtain a new authorization extending the period of travel, or refund the balance of his advance.

V TRANSFERS OF EMPLOYEES HOLDING ADVANCES

A Outside of PMA - When an employee is transferred to another department or establishment or separated from the service, a prompt verification of all sums advanced to him must be made, and he must make a settlement of all advances by returning the unliquidated balance of the advance due to the disbursing officer through his fiscal office.

B Within PMA - An employee transferring from one field office to another within the Administration or to the Washington office from the field may retain his advance of funds. If the advance is to be used for travel expenses incurred while away from the new headquarters, the area fiscal office from which the employee was transferred shall request the Washington fiscal office to arrange for the transfer of the advance to the disbursing office through which the traveler's salary and expense vouchers will be paid in the future. The area fiscal office shall send to the Washington fiscal office a certified transcript of the employee's advance account for use in requesting the transfer. It is not necessary in this case to withhold final salary payment pending transfer or repayment of the advance. (Instruction 310.1, "Request for Personnel Action.")

ADVANCE OF FUNDS FOR TRAVEL

VI PENALTIES FOR FAILURE TO REFUND ADVANCES

If an employee is in default or fails to pay any balance on an advance when due or when demand is made, his fiscal office will notify the Washington fiscal office and the defaulting employee's supervising officer. The Washington fiscal office will inform the chief disbursing officer of the Treasury Department of the employee's failure to pay, and further advances will be refused. In addition any sums advanced may be recovered from the person to whom advanced, or his estate, by deduction from any amount due from the United States, or by such other legal method of recovery as may be necessary. If a traveler fails or refuses to refund the amount of his travel advance, he may be liable to deduction of the amount of his advance from salary payments due him, and final salary payment will be withheld until he refunds the advance.

* * *

ESTABLISHMENT OF WAGE RATES BY THE NATURAL COOLER STORAGE,
ATCHISON, KANSAS, WAGE BOARD

Personnel
Provisions of Employment
Pay

I PURPOSE

This Instruction outlines the procedure to be used by the Natural Cooler Storage Wage Board in determining wage rates for certain employees of the cooler in Atchison, Kansas.

II MEMBERSHIP OF BOARD

The board is comprised of three members appointed by the Director of Personnel of the Department on recommendation of the Director of the Budget and Management Branch, Production and Marketing Administration.

III SCOPE AND AUTHORITY

The board is authorized to establish wage rates for all Natural Cooler Storage positions in the following classes:

- Truck Driver
- Chief Operating Engineer
- Shift Engineer
- Oiler
- Temperature Recorder
- Repair and Maintenance Foreman
- Repair and Maintenance Mechanic (Plant and Equipment)
- Repair and Maintenance Mechanic (Mobile and Allied Equipment)
- Repair and Maintenance Helper
- Maintenance Painter
- Dock Foreman
- Dock Leadman
- Dock Checker
- Cooper
- Mobile Equipment Operator
- Cooler Foreman
- Cooler Leadman
- Laborer

IV PROCEDURE

A Requests For Establishment of Wage Rates - The Manager of the Natural Cooler Storage will initiate requests for establishment of wage rates by submitting to the board a brief description of duties and survey material clearly substantiating the rate prevailing in Atchison, Kansas, and surrounding territory for similar work.

ESTABLISHMENT OF WAGE RATES BY THE NATURAL COOLER STORAGE
ATCHISON, KANSAS, WAGE BOARD

(IV)

B Action by the Wage Board - The board will:

1 Check to see if the Labor Branch has recently established an appropriate rate in the locality for the occupational classification.

2 Check any other source of information it may know as to prevailing wage rates in the Atchison and surrounding territory for the type of work involved.

3 After giving consideration to the data obtained in 1 and 2 above, vote establishment of a rate. A majority vote will govern.

4 Formally set wage rates by execution of the form "Notice of Wage Rates Determined by Wage Board for Natural Cooler Storage, Atchison, Kansas." (Sample attached as exhibit A.) The effective date of the rate shall be shown on all copies of the form and shall be set sufficiently ahead to give the Midwest Area Personnel Office opportunity to take the necessary action as of a current date. The form shall be completed in sufficient copies to effect the following distribution:

a Original to Review Wage Board, Office of Personnel, U. S. Department of Agriculture, Washington 25, D. C.

b Copy to the Midwest Area Fiscal Branch Office.

c Copy to the Chairman of the wage board.

d Two copies to the Manager of the Natural Cooler Storage. (Copies are to be posted in conspicuous places, accessible to all employees.)

e Such other copies as may be needed by the Midwest Area Personnel Division.

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Attachment: Exhibit A

4-11-47

